

Individual Income Tax Status Letter Request

(Letter of Good Standing)

Part I: Taxpayer Information

Name	(Last, first, MI)	Social Security Number
		____ _ : ____ _ : ____ _
Spouse's name (if joint request)	(Last, first, MI)	Spouse's Social Security Number
		____ _ : ____ _ : ____ _
Mailing address	Telephone number (daytime)	
		()
City	State	ZIP code
		Email address:

Part II: Status Letter Information

Year(s) for Request of Status Letter:

Reason for Request:

Part III: Third Party Information - The Department of Revenue Services (DRS) will send the original of any letter to the person making the request and mail or fax a copy to a third party.

Check here if you wish to have the status letter mailed to a third party: ☐

Name
Address
City
State
ZIP code

Check here if you wish to have the status letter faxed to a third party: ☐

Name	Fax number ()
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Part IV: Declaration

I declare under penalty of law that I have examined this document (including any accompanying schedules and statements) and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false return or document to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both. The declaration of a paid preparer other than the taxpayer is based on all information of which the preparer has any knowledge.

Sign here and keep a copy for your records.	Signature	Print name	Date
	Spouse's signature (if joint request)	Print name	Date

Instructions

Use the *Individual Income Tax Status Letter Request* to request a status letter stating whether or not overdue tax returns are due or outstanding tax liabilities are owed to the Connecticut Department of Revenue Services (DRS).

Who May Request a Status Letter

The taxpayer or the taxpayer's representative may request a status letter. In the case of the taxpayer's representative, the representative may be authorized to receive a status letter only if a properly completed **Form LGL-001**, *Power of Attorney*, is submitted with the request.

Where to Submit

Mail to:

Department of Revenue Services
Taxpayer Services - Status Letter Request
25 Sigourney St Ste 2
Hartford CT 06106-5032

Or you may fax your request to:

860-297-4929
Attn: Taxpayer Services

Related Forms and Publications

For more information, see **Informational Publication 2009(10.1)**, *Status Letters for Income Tax*.

For Further Information

Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); **or**
- **860-297-5962** (from anywhere).

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911.

Forms and Publications

Visit the DRS website at **www.ct.gov/DRS** to download and print Connecticut tax forms and publications.